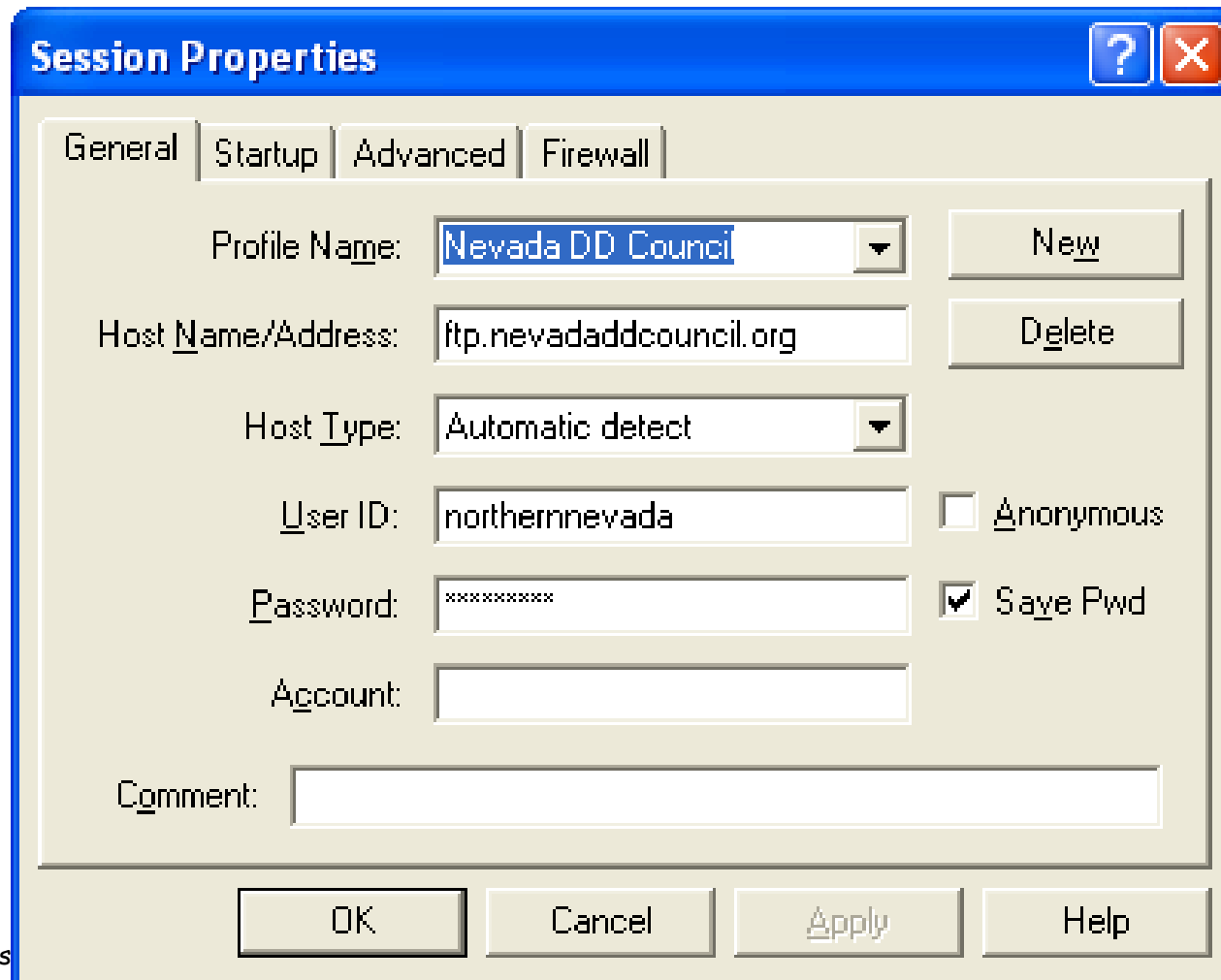


Instructions for updating the Nevada Developmental Disabilities Council website

Open the FrontPage site at: **S:\Technical Operations\Web Development\NevadaDDCouncil** and make your changes. Then follow the procedure below to upload your changes to the website.

1. Go to Start Menu > All Programs > WS_FTP
2. On the **General Tab**, enter the Profile Name, Host Name/Address, HostType, UserID & Password as shown below.

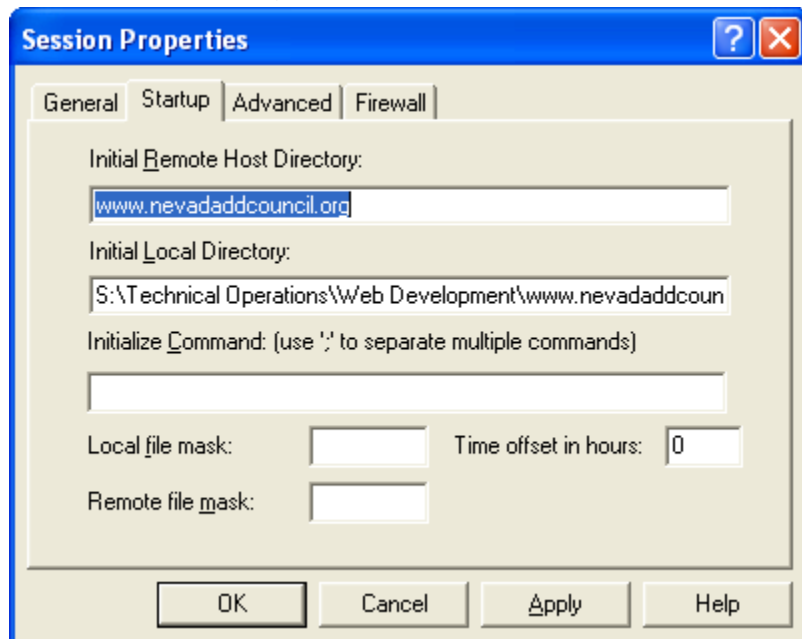


The screenshot shows the 'Session Properties' dialog box with the 'General' tab selected. The fields are filled with the following information:

Field	Value	Action Buttons
Profile Name:	Nevada DD Council	New
Host Name/Address:	ftp.nevadaddcouncil.org	Delete
Host Type:	Automatic detect	
User ID:	northernnevada	<input type="checkbox"/> Anonymous
Password:	xxxxxxxx	<input checked="" type="checkbox"/> Save Pwd
Account:		
Comment:		

At the bottom of the dialog are four buttons: OK, Cancel, Apply, and Help.

3. Click the **Startup** tab and enter the Initial Remote Host Directory and Initial Local Directory as shown below.



The image shows the 'Session Properties' dialog box with the 'Startup' tab selected. The 'Initial Remote Host Directory' field contains 'www.nevadaddcouncil.org'. The 'Initial Local Directory' field contains 'S:\Technical Operations\Web Development\www.nevadaddcoun'. The 'Initialize Command' field is empty. The 'Local file mask' and 'Remote file mask' fields are empty. The 'Time offset in hours' field contains '0'. The 'OK', 'Cancel', 'Apply', and 'Help' buttons are at the bottom.

Session Properties

General Startup Advanced Firewall

Initial Remote Host Directory:
www.nevadaddcouncil.org

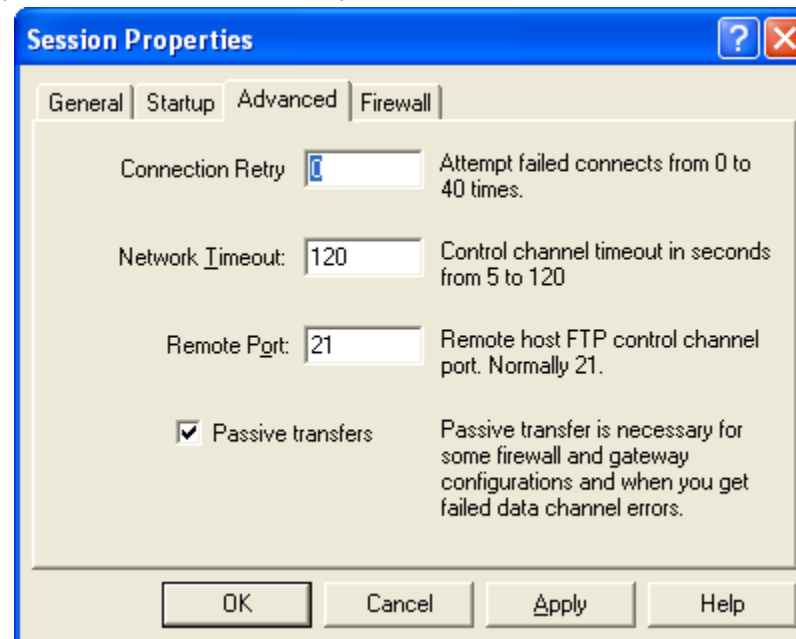
Initial Local Directory:
S:\Technical Operations\Web Development\www.nevadaddcoun

Initialize Command: (use ';' to separate multiple commands)

Local file mask: Time offset in hours: 0

Remote file mask:

OK Cancel Apply Help



The image shows the 'Session Properties' dialog box with the 'Advanced' tab selected. The 'Connection Retry' field contains '0'. The 'Network Timeout' field contains '120'. The 'Remote Port' field contains '21'. The 'Passive transfers' checkbox is checked. The 'OK', 'Cancel', 'Apply', and 'Help' buttons are at the bottom.

Session Properties

General Startup Advanced Firewall

Connection Retry: 0 Attempt failed connects from 0 to 40 times.

Network Timeout: 120 Control channel timeout in seconds from 5 to 120

Remote Port: 21 Remote host FTP control channel port. Normally 21.

☒ Passive transfers Passive transfer is necessary for some firewall and gateway configurations and when you get failed data channel errors.

OK Cancel Apply Help

4. Click on the **Advanced** tab and verify that the Connection Retry is 0, the Network Timeout is 120 and the Remote Port is 21 and Passive Transfers has been checked, then click OK.

- When the WS_FTP96LE window appears it should look similar to the one shown below.
- Locate the page that has been changed under the left side (Local System). Locate those same page under the right side (Remote System) and highlight the page in the left column then click the arrow button in between the two sections to actually upload the page. Complete this step for each page or document that needs to be uploaded.

